Flexible Employee Data - Next Increase Date   ZHR_RPTPAN02

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
01/21/2007	Janet Pasion	DRAFT
02/07/2007	Chylynn Hansel	SME Review
02/12/2007	Chylynn Hansel	SME Approved

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File name:
FLEXIBLE_EMPLOYEE_DATA_NE
XT_INCREASE_DATE_ZHR_RPTP
AN02.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 2/27/2007 11:05:00 AM

SAP Parent
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Purpose

Use this procedure to identify employees Next Increase Date also known as the Periodic Increment Date (PID).

Trigger

Perform this procedure when identifying employee's next increase date.

Prerequisites

- Employees must have *Basic Pay* Infotype (0008) created and an entry has been made in the **Next Increase Date** field.

Transaction Code

ZHR_RPTPAN02

Activity	Procedure Update Log
02/12/2007	Created

Helpful Hints

The employee's pay increase will occur when:

The employee's next increase date falls on the 1st through the 15th, it will be processed on the night of DAY 1 Payroll Processing for the 25th payroll.

The employee's next increase date falls on the 16th through the 31st, it will be processed on the night of DAY 1 Payroll Processing for the 10th payroll.

After the increase occurs, the Next Increase Date field located on the *Basic Pay* infotype (0008) will be blank and will need to be set for the employee's next increase (if needed).

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Procedure

1. Start the transaction using the transaction code **ZHR_RPTPAN02**.

Flexible Employee Data Report

This report can also be used for searching for other criteria. (See the procedure **Flexible Employee Data**)

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Today	C	This selection option will run the report using the system date (current date).
Other keydate	C	This selection option will run the report using the specified values for the person and data selection period.
		Example: 02/28/2007
		(The report will display data as of the date entered).

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Flexible Employee Data Report
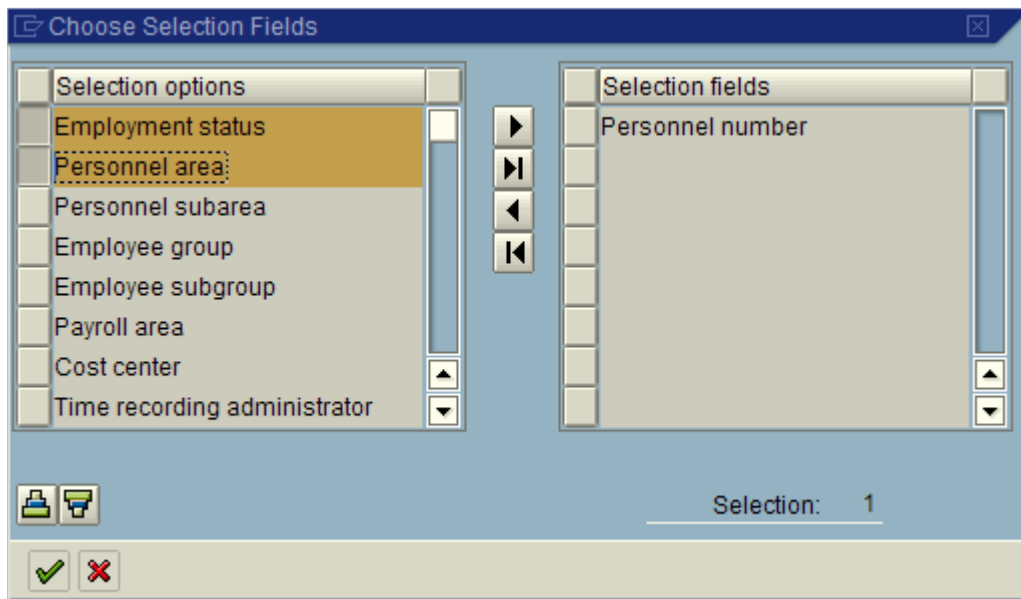

3. To add additional selection fields, click [Further selections] (Further selections). For this example, the Employment Status and Personnel Area will be added. Based on these criteria, information will only display for Active employees in the specified Personnel Area.

3.1 Click [Employment status] (Employment status).

3.2 Click [Personnel area] (Personnel area).

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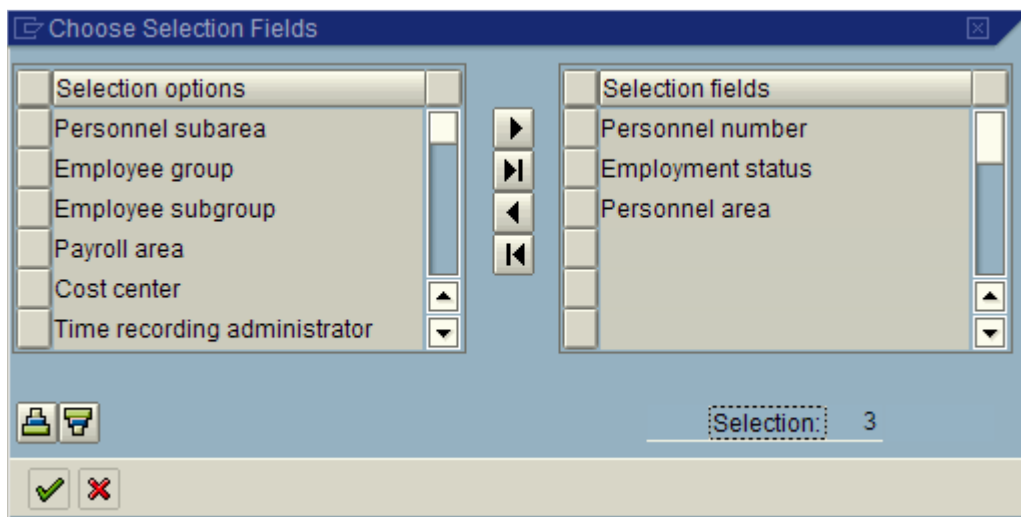| **File name:**	**Version:** SME Approved Script	SAP Parent
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Choose Selection Fields

There is no limit to the selections. Follow the steps below to add more fields.

4. Once the selections have been made, click ▶ (Choose) to move the highlighted fields over to the Selection fields column.

Choose Selection Fields

5. Click ✔ (Continue) to accept selections.

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Flexible Employee Data Report

6. Complete the following fields:

Field Name	R/O/C	Description
Employment status	R	Describes the employee's employment status with the agency. **Example:** 3 (Active)
Personnel area	R	A specific agency/sub-agency in the State of Washington. **Example:** 1110 (Department of Personnel)

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Flexible Employee Data Report

7. In the Additional data section, click the ▷ **Field selection** (Field selection) to include and display additional data on the report. For this report, the First Name, Last Name, Next Increase Date, Organizational Unit/Code and Personnel Number will be added.

7.1 Click **First Name** (First Name).

7.2 Click **Last Name** (Last Name).

7.3 Click **Next Increase Date** (Next Increase Date.

7.4 Click **Organizational Unit** (Organizational Unit).

7.5 Click **Personnel Number** (Personnel Number).

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HR field selection

There is a maximum of 30 selections allowed. Follow the steps below to add more fields.

7.6   Once the selections have been made, click (Choose) to move the highlighted fields to the Selected fields column.

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HR field selection

7.7 Click ✅ (Continue) to accept selections.

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Notice the [Field selection] (Field selection active) button now has a green box indicating the additional data entered for this field.

8. Click (Execute) to execute the report.

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Flexible Employee Data Report

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Flexible Employee Data Report

Date Range: 01/21/2007 - 01/21/2007

First Name	Last Name	Next Increase Date	Organizational Unit	Organizational Unit Code	Personnel Number
TOM	SMITH		DIRECTOR'S OFFICE	30000492	00037819
JANESSA	SMITH		ORG. & EMPL.DEV SVCS	30000497	00059235
ESTHER	JOHNSON	07/01/2007	LEGAL AFFAIRS	30000508	00087525
GREGORY	JOHNSON		ORG. & EMPL.DEV SVCS	30000497	00095420
JANESSA	JOHNSEN		BOARD AND OTHER	30008032	00134907
MURRAY	JOHNSEN		DIRECTOR'S OFFICE	30000492	00144827
ILENE	HANSON		BOARD AND OTHER	30008032	00170532
LARRY	HANSON		DIRECTOR'S OFFICE	30000492	00174596
JENNA	PHILLIPS	07/01/2007	RECRUITMENT	30000502	00203638
GERALD	PHILLIPS		ADMINISTRATIVE SVCS	30000493	00205528
LISA	PHILLIPS		DIRECTOR'S OFFICE	30000492	00206129
MONIQUE	PHILLIPS		RECRUITMENT	30000502	00213457
STEPHANIE	PHILLIPS	02/01/2007	ORG. & EMPL.DEV SVCS	30000497	00215264
RACHEL	PHILLIPS	05/01/2007	ADMINISTRATIVE SVCS	30000493	00216085
STAN	PHILLIPS		BOARD AND OTHER	30008032	00222575
ERICKA	PHILLIPS		LEGAL AFFAIRS	30000508	00228551
HARMON	PHILLIPS		CLASSIFICATION & COMPENS	30000503	00230701
CHERI	PHILLIPS		RECRUITMENT	30000502	00231243
KATY	PHILLIPS		DIRECTOR'S OFFICE	30000492	00232249

9.   You have completed this transaction.

Result

You have generated the report.

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Comments

Report results can be exported to Microsoft Excel. See OLQR Job Aids A-Z, [General Reporting](#).

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